

Message Text

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ORIGIN TRSE-00

INFO OCT-01 ARA-06 ISO-00 EB-07 A-01 CPR-01 SS-15 NSC-05

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DRAFTED BY TREAS/OS:CWCOE:WW

APPROVED BY EB/IFD:RRYAN

TREAS:JGARTLEND

TREAS:SSHAPIRO

ARA/CAR:CNORTON

EB/IFD/ODF:CKSTOCKER

----- 076000

P R 172219Z DEC 75

FM SECSTATE WASHDC

TO AMEMBASSY KINGSTON PRIORITY

INFO USSS(PSD)

USAF SAM PENTAGON

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PASS SAM COL. WADDILL RM 4D956

E.O. 11652: N/A

TAGS: EAID, EFIN, OTRA

SUBJECT: TREASURY SECRETARY SIMON TRAVEL - ADMINISTRATIVE
ARRANGEMENTS

REFS: (A) KINGSTON 4484; (B) STATE 275124

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1. SECRETARY OF THE TREASURY WILLIAM E. SIMON WILL TRAVEL
TO KINGSTON TO ATTEND THE INTERIM COMMITTEE AND DEVELOPMENT
COMMITTEE MEETINGS. ANTICIPATE PARTY ACCOMPANYING

SECRETARY WILL INCLUDE SENIOR EXECUTIVE BRANCH OFFICIALS, SOME WIVES AND SUPPORTING PERSONNEL, TOTALING APPROXIMATELY 40. PARTY LIST WILL BE TRANSMITTED SEPTEL.

2. ITINERARY FOR SECRETARY SIMON AND PARTY WILL BE TRANSMITTED SEPTEL. REQUEST ASSIGNMENT OF CONTROL OFFICER FOR VISIT AND CABLE NAME, BUSINESS AND HOME PHONE NUMBERS TO TREASURY, WASHINGTON, MR. STAN SHAPIRO, ADMINISTRATIVE OFFICER.

3. CUSTOMS: REQUEST GROUP CLEARANCE AND WAIVER OF VISAS FOR ENTIRE PARTY. PASSPORT NUMBERS, PLACE AND DATE OF BIRTH PROVIDED SEPTEL. PLEASE ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS FROM MR. SHAPIRO AND HANDLE ENTRY/EXIT FORMALITIES.

4. GROUND TRANSPORTATION: PLEASE PROVIDE TWO (2) HEAVY AND NINE (9) LIGHT OR MEDIUM SEDANS WITH ENGLISH SPEAKING DRIVERS WHO ARE FAMILIAR WITH CITY AND ITS ENVIRONS. INDIVIDUALLY ASSIGNED VEHICLES TO BE KEPT TO A MINIMUM. EMBASSY SHOULD ARRANGE BUS TRANSPORTATION TO AND FROM AIRPORT AND ANY OTHER LOCATIONS FOR BULK OF PARTY. TRANSPORTATION FOR AIR CREW RESPONSIBILITY OF DAO. RECOMMEND MOTOR POOL DISPATCH SERVICE FROM ADMINISTRATIVE CONTROL ROOM BETWEEN HOURS 0730-2100.

5. BAGGAGE: A TWO AND ONE HALF TON TRUCK WITH HANG-UP BARS AND FOUR BAGGAGE HANDLERS SHOULD PROCEED TO REAR STARBOARD DOOR AND AWAIT UNLOADING INSTRUCTIONS FROM MR. SHAPIRO.

6. CLASSIFIED TRANSPORT: A STATION WAGON SHOULD BE PROVIDED REAR STARBOARD DOOR FOR CLASSIFIED MATERIAL, TO BE ESCORTED BY MARINE SECURITY OR COMPARABLE GUARD.

7. HOTEL ACCOMMODATIONS: REQUEST PRE-REGISTRATION OF PARTY. PLEASE CABLE ROOM ASSIGNMENTS TO MR. SHAPIRO, ASAP. RESERVATIONS FOR THE FOLLOWING AT THE SHERATON KINGSTON LIMITED OFFICIAL USE

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CONFIRMED BY MR. FABIAN, MANAGER (926-5430): TWO (2) SUITES (SIMON AND BURNS) AND ONE (1) DOUBLE (SECRET SERVICE) ON SIXTEENTH (16TH) FLOOR; TEN (10) DOUBLES AND EIGHTEEN (18) SINGLES FOR SIMON PARTY, AND SEVEN (7) DOUBLES AND TWO (2) SINGLES FOR SECRET SERVICE COMPRISING ALL ROOMS ON THE FIFTEENTH (15TH) FLOOR WITH REMAINDER OF ROOMS ON THE FOURTEENTH (14TH) FLOOR. REQUIRE TWO (2) ADDITIONAL DOUBLES FOR SECRET SERVICE FROM 12/30/75. SECRET SERVICE FUNDING ARRANGEMENTS WILL BE PROVIDED SEPTEL. AIR CREW ACCOMMODATIONS RESPONSIBILITY OF DAO.

8. VISITOR'S CONTROL ROOM: USE ONE (1) DOUBLE IN PARAGRAPH 7 WITH BEDROOM FURNITURE REMOVED AND THE FOLLOWING PROVIDED: TABLE FOR EMBASSY OFFICER; TABLE FOR ACCOMMODATING CURRENCY EXCHANGE AND SUNDRY SALES; TABLE FOR INFORMATION BOOKLETS ON LAUNDRY/DRY CLEANING SERVICE, MEDICAL FACILITIES, RESTAURANTS, PLACES OF INTEREST, CURRENCY INFO, HEALTH PRECAUTIONS AND MOTOR POOL INFO (SAME INFO SHEETS TO BE PLACED IN ROOMS), PLACES OF ENTERTAINMENT, AND ROOM ASSIGNMENT LIST. PLEASE PROVIDE PACKAGING/WRAPPING SUPPLIES FOR LOCAL PURCHASES AND ELECTRIC TRANSFORMERS, IF NEEDED. BEVERAGES, CIGARETTES, SUNDRY ITEMS SHOULD BE AVAILABLE FOR SALE. FOREIGN SERVICE LOCAL PERSONNEL MAY BE USED IN OPERATING THIS ROOM. SECURITY CONTROL NOT REQUIRED. NO CLASSIFIED TO BE STORED IN THIS ROOM.

9. ADMINISTRATIVE CONTROL ROOM SECRETARIAT: USE TWO NEARBY CONNECTING DOUBLES IN PARAGRAPH 7 WITH BEDROOM FURNITURE REMOVED AND THE FOLLOWING PROVIDED: TWO (2) TABLES FOR SECRETARY'S STAFF; TWO (2) TYPING STANDS WITH CHAIRS; TWO (2) ELECTRIC TYPEWRITERS; ONE (1) COPYING MACHINE (PREFER XEROX 3600); OFFICE SUPPLIES; AND TWO (2) FOUR DRAWER BAR LOCK CABINETS. THERE WILL BE OPEN STORAGE CLASSIFIED MATERIAL IN THIS ROOM. REQUEST ACCESS CONTROL BY GUARD ON 24 HOUR BASIS. REQUEST LINE TO EMBASSY SWITCHBOARD.

10. GIFTS: MR. SHAPIRO WILL HAVE LIMITED NUMBER CONTINGENCY GIFTS FOR USE IF GIFT EXCHANGES TAKE PLACE. PLEASE ADVISE. IF EXCHANGES SUGGESTED BY HOST GOVERNMENT, LIMITED OFFICIAL USE

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PLEASE ARRANGE SHAPIRO/PROTOCOL OFFICER MEETING. PLEASE DESIGNATE INDIVIDUAL TO DRAFT APPROPRIATE THANK YOU LETTERS FOR HOST GOVERNMENT OFFICIALS AND PROVIDE TO MR. SHAPIRO AS EARLY AS POSSIBLE AFTER ARRIVAL, TOGETHER WITH LIST OF OFFICIALS LIKELY TO BE MET.

11. FUNDING: MR. SHAPIRO IS AUTHORIZED TO MAKE ADMINISTRATIVE ARRANGEMENTS FOR ALL PARTY MEMBERS. BUDGET AND FINANCE OFFICER WILL PAY EXPENSES APPLICABLE TO TREASURY AND RENDER AN ACCOUNTING TO MR. SHAPIRO FOR PAYMENT APPROVAL. ESTIMATED EXPENDITURES MAY BE APPROVED BY CATEGORY FOR SUBSEQUENT ACCOUNTING. FUNDING CITATION AND ADDITIONAL INFORMATION PROVIDED SEPTEL. CITATION COVERS OPERATIONAL EXPENSES INCLUDING TDY MARINES. NON-TREASURY MEMBERS WILL ARRANGE PAYMENT OF HOTEL AND OTHER COSTS PRIOR TO DEPARTURE. NO TREASURY REPRESENTATIONAL EXPENDITURES MAY BE INCURRED WITHOUT REPEAT WITHOUT SPECIFIC

AUTHORIZATION OF MR. SHAPIRO.

12. MISCELLANEOUS: REQUEST PHOTOGRAPHIC COVERAGE OF OFFICIAL FUNCTIONS WHERE PRACTICAL BY USIS. PLEASE FORWARD NEGATIVES AND TWO (2) COPIES EACH PRINT TO TREASURY C/O MR. JAMES SITES, ROOM 2324, IMMEDIATELY FOLLOWING VISIT. WHERE AVAILABLE, REQUEST SEVERAL COPIES USIS NEWS SUMMARY IN ADMINISTRATIVE CONTROL ROOM EACH MORNING. THE SUMMARY SHOULD BE PROVIDED AT THE HOTEL AT EARLIEST TIME PRACTICAL EACH DAY. COPIES OF LOCAL ENGLISH LANGUAGE NEWSPAPERS SHOULD BE DELIVERED EACH MORNING TO EVERY PARTY MEMBER'S ROOM

13. REQUEST SECRETARIAL SUPPORT ON CALL WHILE PARTY IN KINGSTON.

14. IF POST PERCEIVES DIFFICULTIES IN PROVIDING ABOVE, PLEASE INFORM DEPARTMENT IMMEDIATELY OF ADDITIONAL RESOURCES REQUIRED AND THEIR ESTIMATED COSTS. INGERSOLL

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